



CHAIRMAN OF THE JOINT CHIEFS OF STAFF INSTRUCTION

PROTOCOL
DISTRIBUTION: J, S

CJCSI 5421.01
8 April 2005

Directive current as of 18 May 2006

CJCS AND VCJCS COUNTERPART VISIT PROGRAMS

References:

- a. DOD Directive 5101.1, 3 September 2002, Change 1, 9 May 2003, "DOD Executive Liaison Agent"
- b. Deputy Secretary of Defense memorandum, 28 July 2004, "Department of Defense Senior Foreign Official Visit Program"
- c. DOD Directive 7250.13, 17 February 2004, "Official Representation Funds"
- d. Deputy Secretary of Defense memorandum, 18 May 2004, "Accountability of Department of Defense Sponsored Foreign Personnel in the United States"

1. Purpose. To assign responsibilities for the conduct of Chief of Defense (CHOD) and Vice Chief of Defense (VCHOD) visits as part of the Counterpart Visit Program of the Chairman and Vice Chairman of the Joint Chiefs of Staff.

2. Cancellation. JSI 5421.01, 27 October 1997, "CJCS and VCJCS Counterpart Visit Programs" is canceled.

3. Applicability. This instruction applies to all Joint Staff directorates, the Defense Intelligence Agency (DIA) and other offices involved in or providing support to the CJCS and VCJCS Counterpart Visit Program; and provides guidance for combatant commanders input.

4. Policy. The Chairman and Vice Chairman have an ongoing responsibility to meet with the CHODs or VCHODs for tailored discussions to create and promote goodwill among guest nations and the United States.

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5. Definitions

a. A **standard visit** will consist of 6 to 8 officially hosted days in CONUS with programs at various installations of the four Military Services and the Department of Defense in Washington, D.C. Invited delegation will consist of the CHOD/VCHOD and spouse, plus two additional staff officers. The US Defense Attaché (DATT) usually is added to the official party; however, he or she travels to/from CONUS at DIA expense. The foreign DATT may be added to the travel program with the approval of the host. Exceptions to the delegation size and/or length of visit should be requested by the visiting CHOD/VCHOD through the US DATT in country and will be accompanied by a justification. Each request will be submitted in writing through e-mail to the Chairman or Vice Chairman for approval or disapproval through the Office of the Chairman of the Joint Chiefs of Staff (OCJCS) Protocol. The day of arrival and day of departure are considered to be a part of the visit duration when planning a 6-8 day trip.

b. An **abbreviated visit** consists of 2 to 4 officially hosted days in CONUS. Delegation size is the same as a standard visit. NOTE: The Chairman or Vice Chairman will make determination of a standard or abbreviated visit.

c. The **Washington, D.C., day visit** (standard or abbreviated) may include the below listed events: (variations must be submitted for approval, through OCJCS Protocol, to the Chairman or Vice Chairman).

(1) Joint Service Full-Honors Arrival Ceremony (for CHOD visits). An award ceremony may be inserted in the arrival ceremony if approved by the Chairman.

(2) Joint Service Honors Cordon (for VCHOD visits) will be hosted by the Vice Chairman upon arrival.

(3) Office call with the Chairman or Vice Chairman.

(4) US-Guest Country Discussions or, if applicable, a special issues briefing tailored to the CHOD/VCHOD, hosted by the Chairman or Vice Chairman or Joint Staff representative.

(5) Office calls or briefings as scheduled by J-5.

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(6) Wreath-laying ceremony at the Tomb of the Unknowns, Arlington Cemetery, if applicable, as scheduled by the Executive Liaison Agent (reference a). (CHOD's government assumes cost of wreath.)

(7) Dinner hosted by the Chairman or Vice Chairman and spouse at quarters or a location to be determined.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. Creates and defines responsibilities for the Office of Protocol and DOD Executive Liaison Office and realigns, redefines and clarifies responsibilities of the Protocol Officer and Executive Liaison Agent where appropriate.

8. Releasability. This instruction is approved for limited release. DOD components (to include the combatant commands) and other federal agencies may obtain copies of this instruction through controlled Internet access only (limited to .mil and .gov users) from the CJCS Directives home page--<http://www.dtic.mil/doctrine>. Joint Staff activities may access or obtain copies of this instruction from the Joint Staff LAN.

9. Effective Date. This instruction is effective upon receipt.

For the Chairman of the Joint Chiefs of Staff:



NORTON A. SCHWARTZ
Lieutenant General, USAF
Director, Joint Staff

Enclosure:

A--Responsibilities

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ENCLOSURE A

RESPONSIBILITIES

1. Office of the Director, Joint Staff

a. Assigns a general/flag officer (G/FO) to greet and escort the CHOD/VCHOD on behalf of the Chairman and Vice Chairman throughout the Washington, D.C., portion of the visit.

b. Approves and designates attendance at the US-Guest Country Discussions, if held.

2. OCJCS Protocol

a. Provides overall management and coordination of the CJCS/VCJCS Counterpart Visit Program and serves as the sole point of contact within the Joint Staff.

b. Participates in the formal staffing of annual J-5 CHOD/VCHOD visit planning meeting to prioritize recommendations to the Chairman and Vice Chairman for CHOD/VCHOD in upcoming year.

c. Through the Office of the Secretary of Defense (OSD) Executive Secretariat, notifies the Director of DIA, US DATTs and J-5 country desk officer of CJCS/VCJCS decision to invite CHODs/VCHODs.

d. Coordinates informal scheduling efforts of counterpart visit dates.

e. Coordinates exceptions to delegation size and/or length of visit.

f. Coordinates budget of visits with Executive Liaison Agent, Joint Staff and Comptroller. NOTE: The Joint Staff is responsible for costs incurred during the official CONUS portion of the visit.

g. Functions as the primary point of contact between the US DATT, Joint Staff, Executive Liaison Agent and foreign DATT.

h. In conjunction with the J-5 country desk officer and US DATT, coordinates preparation and mailing of the official invitation to CHOD/VCHOD. The invitation and guidance message to the US DATT or senior US military officer in the country will be forwarded via electronic message not later than 90 days before the start of the official visit (reference b). A personal letter from the CJCS/VCJCS will be sent

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separately. Wording in the electronic message and the personal letter will be identical.

i. Obtains visit objectives, recommendations and justifications for proposed site visits from the J-5 country desk officer, US DATT or appropriate US representative in country.

j. Coordinates strawman itinerary and proposed budget with the Executive Liaison Agent and Joint Staff Comptroller.

k. Schedules the Joint Service Full Honors Arrival Ceremony (CHOD) or Joint Service Honor Cordon (VCHOD) with Military District of Washington (MDW) Ceremonies; provides the MDW Ceremonies Office with the names of Joint Staff officers who will attend the honors ceremony; notifies MDW if an award will be presented (CHOD only).

l. Coordinates, with the J-5 country desk officer, the number of persons in the CHOD/VCHOD party who are to attend the office call with the Chairman, the lunch (case-by-case basis) and the US-Guest Country Discussions (if scheduled). Office call attendees are determined by the CJCS/VCJCS. If necessary, separate lunch and/or dinner arrangements will be made for uninvited members of the traveling party.

m. Notifies the Special Assistant to the Chairman for Public Affairs if the visiting CHOD/VCHOD requests video or news media coverage of any events.

n. Requests DIA coordination on Legion of Merit (LOM) - Degree of Commander awards for visiting CHODs. Award recommendation must be in writing, from the DATT, with US ambassador and combatant commander concurrence (CHOD only). The US DATT will provide the written narrative and a recommendation. Award recommendation and proposed citation may be forwarded via e-mail.

o. Submits an LOM - Degree of Commander award recommendation to the Chairman and subsequently, OSD for coordination and approval.

p. Submits a decision memorandum to the Chairman/Vice Chairman on the proposed itinerary (1-page, includes official events and justification), trip budget, office call attendees, dinner guest list, entertainment and gifts.

q. Schedules entertainment at CJCS/VCJCS-hosted evening social functions and prepares invitations, menus, place cards and seating charts for social functions.

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r. Submits a decision memorandum to the spouse of the Chairman or Vice Chairman for decision with regard to the Washington, D.C., spouses' tour, spouses' itinerary outside the Washington, D.C., area, country notes, biographies, dietary restrictions, proposed points of interest and proposed lunch location and menu and provides approved spouses' itinerary to the Executive Liaison Agent.

s. Coordinates the Pentagon arrival of the CHOD/VCHOD, to include scheduled date and time of the honors ceremony or cordon, with the Office of the Chairman/Vice Chairman, MDW, Executive Liaison Agent, J-5 country desk officer, Pentagon Force Protection Agency (ensures access to Diplomatic Entrance) and the Pentagon Building Manager.

t. Schedules Military Security Force guards for the Pentagon portion of the visit and coordinates all security requirements of the visit with the Pentagon Force Protection Agency and security personnel traveling with the CHOD/VCHOD.

u. Writes a welcome letter for CJCS/VCJCS signature for presentation to CHOD/VCHOD at Washington, D.C., arrival.

v. In coordination with the Executive Liaison Agent, ensures equipment for simultaneous translation is available, where necessary, during the official portion of the visit.

w. Arranges office space for the CHOD/VCHOD if needed.

x. Coordinates CJCS-/VCJCS-hosted luncheons and dinners with the Chairman's Dining Room and the noncommissioned officer in charge at quarters, as appropriate.

y. Submits daybooks to the Chairman/Vice Chairman on the following events: CHOD arrival/award, honors, office call, Tank discussions, luncheon (if applicable) and dinner.

z. Submits a final Visitor Background Book to the spouse of the Chairman/Vice Chairman containing all pertinent social and official data. This book will be the only source of information to be submitted to the spouse of the Chairman/Vice Chairman on the CHOD/VCHOD visit.

aa. Provides background information (as required--to the Special Assistant to the Chairman/Vice Chairman) needed in preparing remarks for the Chairman/Vice Chairman at social and official functions.

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bb. Submits--for the Office of the Director, Joint Staff,--approval of a seating chart for the US-Guest Country Discussions. The number of attendees varies for the US-Guest Country Discussions. Standard attendees are the Chairman, Executive Assistant to the Chairman, CHOD/VCHOD and two staff officers, Washington-based foreign DATT, US DATT, escort G/FO, Joint Staff directorate briefers, OCJCS Director of Protocol and J-5 desk officer.

cc. Monitors progress and details of the approved official itinerary outside Washington, D.C., while assisting the Executive Liaison Agent in the execution of responsibilities.

dd. Prepares letters of appreciation (as appropriate) for personnel--e.g., spouses' tour guides, dinner entertainers--who provided extraordinary assistance during the Washington, D.C., portion of the official itinerary.

ee. Prepares a photo album of the CHOD/VCHOD visit to include the Washington, D.C., and out-of-town program and provides to the Executive Liaison Agent for mailing to the US Defense Attaché Office (USDAO).

ff. Maintains a record of gifts given to the CHOD/VCHOD, spouse and official traveling party.

3. Director, DIA

a. Identifies and appoints an Executive Liaison Agent when notified of an upcoming counterpart visit.

b. Provides assistance by translating slides and briefings, when needed.

c. Conducts any associated intelligence briefings; e.g., intelligence portion of the US-Guest Country Discussions.

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4. Executive Liaison Agent

a. Coordinates with OCJCS Protocol, the J-5 country desk officer and the appropriate USDAO to ensure the events of the planned program meet national and strategic objectives. Receives input from the foreign DATT in Washington, D.C.

b. Ensures US Embassy secures the appropriate US visas for the traveling party and the Washington-based foreign DATT submits a Foreign Visit System (FVS) case request for each location on the CJCS- or VCJCS-approved itinerary. The Executive Liaison Agent will provide the applicable itinerary information to the foreign DATT.

c. Prepares the following

(1) Recommendations for coordination with OCJCS Protocol, J-5 country desk officer and US DATT on locations to be visited; e.g., field units and exercise areas, training or operations that meet the J-5 prioritized military objectives for the visit and the CJCS/VCJCS criteria for a joint and multi-Service visit program.

(2) The strawman itinerary for OCJCS Protocol, J-5 country desk officer and US DATT.

(3) The proposed budget for OCJCS Protocol and the Joint Staff Comptroller.

d. Plans the overall trip itinerary, with guidance and oversight from OCJCS Protocol, and sends alert notifications to each of the hosts at the field installations to be visited. The notification will inform the installation of the requirement of a 24-hour suspense for an after-visit report of any significant comments, requests or issues that require CJCS/VCJCS attention, if raised by the CHOD/VCHOD.

e. Arranges the personnel security requirements for the entire visit, ensures a threat assessment is conducted and, if warranted, advises OCJCS Protocol.

f. Upon notification from OCJCS Protocol, attends a briefing for the G/FO escort on his or her role, responsibilities, itineraries of CHOD/VCHOD and spouse and transportation arrangements.

g. Schedules a wreath-laying ceremony at the Tomb of the Unknowns, if required. Provides wreath-ordering information to the appropriate foreign embassy. NOTE: A small memento is customarily

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presented to the Arlington Cemetery Museum following the wreath-laying ceremony by the visiting CHOD/VCHOD.

h. Provides protocol guidance and an overview briefing on customary actions expected during each ceremony to the CHOD/VCHOD. (A formal briefing concerning Washington, D.C., ceremonies will be conducted by MDW.)

i. Regularly provides OCJCS Protocol and J-5 updates to the official itinerary.

j. Provides the delegation and the local foreign DATT with a detailed itinerary upon final approval.

k. Informs the visiting CHOD/VCHOD, through the US DATT, as to when and where appropriate gift exchanges will occur.

l. Ensures (if appropriate) the preparation of a spouses' program at every location outside the Washington, D.C., area.

m. Requests an interpreter (as required). The following avenues will be used

(1) Obtain US military personnel stationed at locations to be visited as interpreters.

(2) If item (1) is not available, arrange for a Department of State interpreter to travel with the delegation and function as such for the entire official itinerary.

(3) If items (1) and (2) are not available, obtain a competent contractor interpreter, with clearances, to provide services for the entire official portion of the trip.

n. Submits a detailed budget with the proposed itinerary for the visit to the Comptroller, Joint Staff, through OCJCS Protocol and provides an estimate of funds to be expended in support of the CHOD/VCHOD visit.

o. Schedules all CONUS airlift support, ground transportation, billeting and messing arrangements for the entire visit. NOTE: Whenever possible, US government billeting will be used. Commercial facilities will be used only when military quarters are not available or are not suitable for the visiting dignitary.

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- p. Arranges for hosts (installation commanders or G/FO representatives) at each location on the itinerary to function as greeter and escort.
- q. Obtains biographic and protocol data on primary visitor(s) and ensures agencies and installations to be visited receive copies as desired.
- r. Obtains the information on diplomatic vehicles that need Pentagon access during the CHOD/VCHOD visit and ensures that these vehicles are cleared for access.
- s. Arranges color digital photographic support (CD, e-mail) throughout the visit. Coordinates with photographers at each location to ensure at least 10 to 15 digital photos from each location are e-mailed to OCJCS Protocol photographer within 3-5 days following the departure of the guest from their location. E-mail address is ocjcsprotocol@js.pentagon.mil.
- t. During the counterpart visit, advises OCJCS Protocol of the status of the visit and of any areas of concern or special requests made by the CHOD/VCHOD.
- u. Arranges for the purchase and placement of flowers, gifts and invitations in the traveling party's quarters prior to arrival.
- v. Escorts the CHOD/VCHOD throughout the official itinerary.
- w. Ensures mobile communications are available during all portions of the official itinerary.
- x. Responsible for the program funding requests IAW DOD Directive 7250.13 (reference c). Provides a complete list of expenditures (includes all original receipts, guest lists and supporting documentation and/or justification) for all expenses pertaining to the official visit to OCJCS Protocol for program closeout.
- y. Ensures the US DATT receives funding guidelines for those expenses covered by the US government and those that are the responsibility of each traveler.
- z. Provides official itinerary to visiting CHOD/VCHOD and spouse (reference d).

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5. Directorate for Intelligence

a. Conducts a comprehensive review of proposed CHOD LOM nominations to determine if such action would depreciate the decoration or embarrass the Department of Defense or United States. This review will encompass intelligence and security files at the Directorate for Intelligence Production, Office of Security and Counterintelligence and the Directorate for Intelligence Collection to include the Defense Attaché System and appropriate DATT.

b. Provides a written recommendation to OCJCS Protocol on behalf of DIA for the approval or disapproval of the award. This recommendation should be provided 30 days in advance of the visit and accompanied by a biographic sketch.

6. US DATT

a. Coordinates by telephone or e-mail with J-5 country desk officer on date compatibility for the CHOD visit. This coordination with the visitor's staff will be informal and noncommittal.

b. Travels as a member of the official party to and from CONUS at DIA expense. Official expenditures are paid by the Joint Staff during the official CONUS portion of the visit.

c. Within 10 days of delivering the formal invitation, submits an e-mail to OCJCS Protocol, J-5 country desk officer and the Executive Liaison Agent on whether the invitation has been accepted.

d. Not later than 15 days from receipt of the message or 30 days from scheduled start of the program (whichever comes first), submits the following information by e-mail to OCJCS Protocol (an information copy of the message will be provided to J-5 and the Executive Liaison Agent):

(1) Information detailing visiting background and insights relevant to world and US issues from the visiting CHOD/VCHOD perspective.

(2) Subjects visiting CHOD/VCHOD wishes to discuss, including US Ambassador's position on each.

(3) Any specific requests of the CHOD/VCHOD (e.g., specific locations or individuals CHOD/VCHOD has asked to see, specific topics to discuss, any specific requests by the spouse).

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(4) Full names, proper means of addressing guests in conversation and correspondence, correct pronunciation (phonetics), positions, titles, photos and dietary, beverage, religious or recreational restrictions or preferences on each member of the foreign traveling party.

NOTE: Party will not consist of more than four people, including CHOD/VCHOD and spouse. The US DATT will submit requests for exceptions for the Chairman's consideration, in writing via e-mail, to OCJCS Protocol.

(5) Information on any relatives of the CHOD/VCHOD, spouse or visiting party who reside in the United States (names, street address and telephone number).

(6) Special dates that will occur during US visit pertaining to the traveling party (e.g., birthday, anniversary or religious holidays being observed).

(7) Information pertaining to CHOD/VCHOD and spouse's hobbies, collections or particular tastes in American-manufactured goods (art, statues, collectibles) to aid OCJCS Protocol in providing gift recommendations to the Chairman, Vice Chairman and spouse. Gift exchanges will occur between the Chairman, Vice Chairman and spouse and CHOD/VCHOD and spouse. DOD directives state total cost of gifts presented to one foreign individual cannot exceed \$285.

(8) Whether CHOD/VCHOD desire to place a wreath at the Tomb of the Unknowns at Arlington Cemetery. Cost of wreath will be borne by the visitor's government.

(9) Advises as to whether or not interpreters are required.

(10) Information on previous visits to CONUS by CHOD/VCHOD or spouse, whether or not they have visited Washington, D.C., and if so, what they saw.

(11) For CHOD visits only: Whether US DATT believes, with US ambassador and combatant commander concurrence, that visiting CHOD should be presented with an award during the Washington, D.C., honors ceremony. If recommended, the US DATT will submit to OCJCS Protocol the proposed citation (LOM - Degree of Commander), justification and a statement that the US ambassador concurs in the recommendation. Include information on any previous US awards the CHOD has received.

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- e. Ensures that the foreign traveling party has appropriate A1 or A2 visas.
 - f. Submits a summary report within 2 weeks of conclusion of visit to CJCS or VCJCS through the Web Intelligence Search Engine (WISE). The report includes counterpart impressions, significant issues and actions to be taken and disconnected views between the United States and counterpart.
7. Combatant Commander. Provides concurrence/nonconcurrence of CHOD award recommendation to the Chairman through OCJCS Protocol not later than 45 days prior to the CHOD visit. Concurrence should be in writing (fax/e-mail). The proposed award should not be discussed with the visiting CHOD or his/her staff.
8. Operations Directorate, Joint Staff. Conducts US-Guest Country discussions for the CHOD/VCHOD, his or her official party and any other guests identified by J-5 country desk officer or OCJCS.
9. Strategic Plans and Policy Directorate, Joint Staff
- a. Obtains prioritized recommendations from the combatant commanders for CJCS/VCJCS counterpart visits to be presented to the Chairman/Vice Chairman for selection and development into a quarterly calendar. Recommendations are made at least two quarters in advance. OCJCS Protocol, the combatant commanders and appropriate Joint Staff divisions will be included in the formal staffing before submitting to the Chairman or Vice Chairman for approval.
 - b. Provides the approved quarterly visit calendar to OCJCS Protocol and J-5 regional divisions. This document is considered "close hold" and will be implemented only by OCJCS Protocol to begin visit planning when appropriate; e.g., not earlier than 90 days before the start of the visit. Combatant commanders may be notified of "countries tentatively selected" for use in planning their subsequent quarterly recommendations.
 - c. Prepares prioritized list of military objectives and justification for each objective in coordination with OCJCS Protocol, US DATT and the Executive Liaison Agent.
 - d. Provides concurrence/nonconcurrence of CHOD award recommendation to CJCS through OCJCS Protocol not later than 45 days prior to the CHOD visit. Concurrence must be in writing

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(fax/e-mail) and sent through the J-5 country desk officer. The proposed award should not be discussed with the visiting CHOD or his/her staff.

e. Coordinates with OCJCS Protocol to identify the attendees for the US-Guest Country Discussions and luncheon (if applicable). Informs the Operations Directorate of the date, time and number to attend.

f. Provides J-5 country desk officer to accompany the CHOD/VCHOD during briefings, courtesy calls and meetings while in the Pentagon.

g. Provides the US DATT with information requested by the CHOD/VCHOD during the visit, but not available before departure; e.g., releasable DOD publications, biographies on US military personnel.

h. Coordinates with J-3 to ensure translation of briefing slides into the CHOD's/VCHOD's native language.

i. Submits the names and titles of foreign and additional attendees to OCJCS Protocol for participants in the US-Guest Country Discussions.

j. Schedules all nonsocial aspects of the Pentagon portion of the visit (e.g., office calls, briefings) and provides the information to OCJCS Protocol for CJCS approval and forwarding to the Executive Liaison Agent for inclusion in the official itinerary.

k. Participates in the prebrief to the Chairman/Vice Chairman and to the Joint Staff escort officer.

l. Provides the Special Assistant to the Chairman with themes and points concerning purpose of the visit, military-to-military relationship and any other subjects pertinent to the overall bilateral relationship.

m. Submits the necessary forms to Joint Staff Security for clearing foreign delegation members into the Joint Staff secure spaces, as required.

n. Monitors follow-up on substantive issues raised during the CHOD/VCHOD visit and prepares an after-action report. OCJCS Protocol will be provided a copy of the report.

10. Joint Staff Comptroller

a. Reviews the Executive Liaison Agent's plan to ensure the validity and appropriateness of expenses for use of official representation funds (ORF) as described in DOD Directive 7250.13 before the scheduled event.

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b. Ensures that finances expended associated with visits are managed through DOD Executive Liaison Agent as defined by subparagraph 3b, DOD Directive 7250.13.

c. Appoints the Executive Liaison Agent action officer for the visit as a Class "A" disbursing officer.

d. Audits the complete statement of expenditures (includes all original receipts, guest lists and supporting documentation and/or justification) for all expenses pertaining to the official visit. Ensures Executive Liaison Agent forwards final voucher to Finance and Accounting Office, Pentagon, for ORF expenses chargeable to the Joint Staff for payment and accounting purposes. Ensures ORF expenses are chargeable to the accounts of that DOD component.

11. OCJCS Special Assistant for Public Affairs

a. Provides public affairs guidance to the Executive Liaison Agent, upon request.

b. Provides a memorandum for correspondents to Office of the Secretary of Defense (Public Affairs) (OASD(PA)) regarding the CHOD/VCHOD visit based on input from OCJCS Protocol.

c. Coordinates photographic coverage by news media of the Washington, D.C., portion of the CHOD/VCHOD visit with OASD(PA) upon request.

d. Coordinates US media invitations to CHOD dinners as appropriate.

e. Provides OCJCS PA representative to attend all CHOD/VCHOD visit events where media are present.

12. Special Assistant to the Chairman. Prepares remarks for all appropriate events and talking papers and point papers to support CJCS or VCJCS remarks in accordance with CJCS or VCJCS tasking.

13. Aide-de-Camp. Records gifts received by the Chairman from the CHOD. Drafts separate letters for the CHOD/VCHOD and spouse thanking them for gifts presented to the Chairman and spouse during the visit.